



New Parents



If you've given birth while abroad, you need to do a few things:

IF BOTH PARENTS ARE U.S. CITIZENS:

1. Get the birth certificate.
 - a. Child born at off-post (Korean) hospital: the hospital should issue a report or record of birth. Request at least one sealed copy and a copy that can be translated into English.
 - b. Child born at on-post (Army) hospital: A report of birth will be issued.
2. *Apply for a Report of Birth Abroad using DS-2029, "Application for a Consular Report of Birth Abroad".
 - a. This will allow you to document your child's U.S. citizenship.
 - b. You'll need at least the following supporting documents:
 - i. Child's birth certificate (original and two copies).
 - ii. Evidence of parent(s) U.S. citizenship (e.g. passport, birth certificate) (original and two copies)
 - iii. If married, original marriage certificate; if divorced or previously married, original divorce decree (original and one copy)
 - iv. Photograph of child (2" by 2" or 5 cm x 5cm, white background, open eyes, no parents' hands)
 - v. Photo identification for parents (e.g. military identification card) (originals and two copies)
 - c. The fee for a minor's passport book application is \$105, or \$120 if you also want the passport card.
-Money order for \$205.00 (\$100.00 for Report of Birth Abroad and \$105.00 for passport)
3. *Apply for a Social Security Card using SS-5, "Application for a Social Security Card" (do with DS-2029).
4. *Apply for a U.S. passport using DS-11, "Application for U.S. Passport" (do with DS-2029 and SS-5).
5. *If the child will remain in Korea for more than 30 days, apply for a Korean Visa.
6. Apply to enroll your child in DEERS using DD Form 1172.

IF ONLY ONE PARENT IS A U.S. CITIZEN:

1. Same as above.
2. *Same as above, but you'll also need to submit:
 - a. Evidence that the U.S. citizen parent resided in the U.S. for at least five years (e.g. school records, LES) before the birth.
 - b. If the U.S. citizen is the father, evidence that he is the biological father.
 - i. Affidavits from both parents stating that they are the natural/biological parents.
 - ii. If the father is in the military, a copy of his orders.
3. *See step 2 (when both parents are U.S. citizens).
4. *See step 2 (when both parents are U.S. citizens).
5. Note: If the mother is Korean, the child only needs to obtain a Visa if he obtains U.S. citizenship.
6. Same as above.

SEE YOUR LOCAL ACS OFFICE FOR HELP WITH ALL OF THIS

****Special Instructions for Steps 2-5***

1. These steps must be done through the U.S. Embassy:
 - a. Yongsan: Yongsan Legal Center, 315-738-8111, every Wednesday 0900-1600 (not present during lunch)
2. You will need to appear in person at one of these places, or at the U.S. Embassy in Seoul, with your child.
3. The total fee for all of the steps is **\$205.00** (U.S. dollars).

How long will all this take?

- Passports / Reports of Birth Abroad: approximately 2 – 3 weeks
- Social Security Number: the SSN will be delivered to the address provided by the parents in 4 – 6 months

Where can I get more information?

Army Community Service (ACS) is available to provide information and assistance with applying for passports, SOFA Visas, and Reports of Birth Abroad. They are open Monday, Tuesday, Wednesday, and Friday, 8 a.m. to 5 p.m. and the first Thursday of the month, 1p.m. to 5p.m. Call your local ACS to register.

- Camp Casey ACS: 730-3107

You can also find more information at the website for the U.S. Embassy in Seoul:

http://seoul.usembassy.gov/acs_report_of_birth.html

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******All supporting documents must be originals******

*** All forms are available on: http://seoul.usembassy.gov/acs_service.html ***

U.S. Embassy Seoul

Appointment Hours: 0845-1115, M-F and 1300-1500 M,T, Th, F

To make an appointment: http://seoul.usembassy.gov/acs_appt.htmlseoulinfo@state.gov

http://seoul.usembassy.gov/acs_service.html

Yongsan Legal Office (ACS Bldg 4106): every Wednesday from 0900-1600...walk-in or call Yongsan Legal Office DSN 738-8111 for an appointment.

Passport Acceptance Agents : Camp Henry DSN: 768-7692; Camp Humphreys DSN: 753-8557; Osan Air Base DSN: 784-6719; Yongsan DSN: 738-8111

	<u>Camp Casey Legal</u> Maude Hall Rm. 235, 730-3660	
<i>This information paper is one of a series of informative handouts containing general information on topics that legal assistance attorneys frequently advise on. Information provided is general in nature and does not constitute legal advice. Consult an attorney for specific legal advice for your particular situation. This information paper is distributed to persons eligible for legal assistance under 10 USC 1044.</i>		